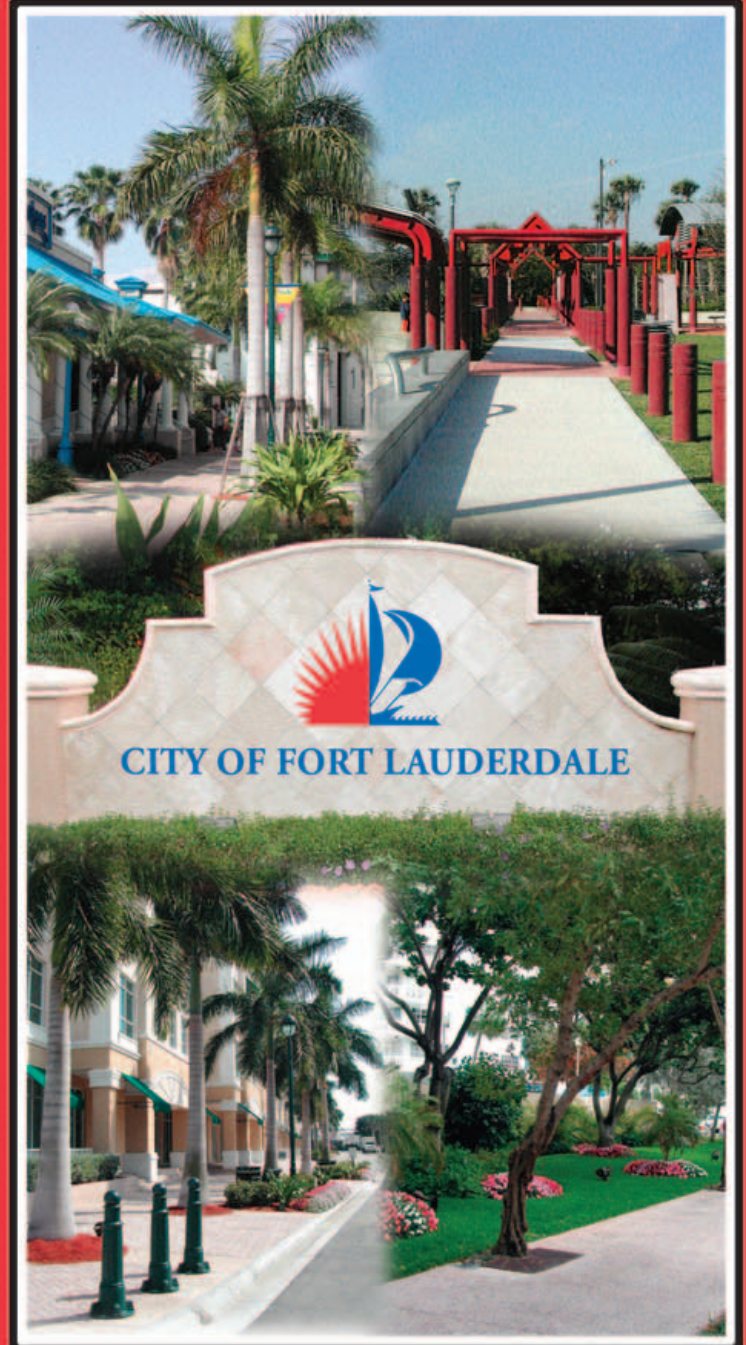


BUSINESS CAPITAL IMPROVEMENT PROGRAM

CITY OF FORT LAUDERDALE



BCIP/BCIGP GUIDE 2004/05

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GENERAL INFORMATION

The Fort Lauderdale City Commission has established the Business Capital Improvement Program (BCIP) and Business Capital Improvement Grant Program (BCIGP) as part of an ongoing commitment to improve the City's business districts. The BCIP/BCIGP provides matching grants of up to \$25,000 to not-for-profit business associations to fund capital improvement projects that enhance the appearance of business areas.

While complementing the City of Fort Lauderdale's residential initiatives, the BCIP/BCIGP seeks to stimulate business, commercial and industrial development by creating partnerships between the public and private sectors to encourage reinvestment in these areas.

Through the BCIP/BCIGP, the aesthetic value and quality of business and commercial areas will be uniquely revitalized to preserve and maintain the positive image of Fort Lauderdale, while enhancing the City's development, growth and economic vitality.



The BCIP/BCIGP may award up to \$100,000 in funding per year based upon the quality of the projects. Examples of capital improvement projects that businesses have completed with the assistance of BCIP/BCIGP funding include entranceway signage, streetscapes, decorative lighting, sidewalks, curbing and brick paver crosswalks.

The following pages outline the program guidelines for the City of Fort Lauderdale's BCIP and BCIGP. Additional information and copies of the BCIP/BCIGP application may be downloaded from the City's website at www.fortlauderdale.gov/business.

The BCIP/BCIGP is administered by the City of Fort Lauderdale's Engineering and Architectural Bureau. For more information regarding the BCIP/BCIGP program or application process, please contact Marisol Lotito, BCIP/BCIGP Program Manager, at (954) 828-8954 or via email at milotito@fortlauderdale.gov.

BCIP PROGRAM GUIDELINES

I. PROGRAM ELIGIBILITY

A. Applications will be accepted from business associations that meet the following criteria:

1. The association must be registered with the State of Florida as a not-for-profit corporation.
2. The association must be operating as an organization within the City of Fort Lauderdale's corporate boundaries for a minimum of one year at the time of application.

Exception: Business associations seeking to do projects that do not require entering into an agreement with the City (i.e., maintenance agreement or revocable license agreement) do not need the not-for-profit designation. Projects that fall under this category are speed humps and brick paver intersections/crosswalks.

3. The association shall submit meeting minutes from all general membership and board meetings to verify the organization's establishment date if the legal entity is less than one year old.
4. The association shall submit a copy of its Articles of Corporation.
5. The association shall submit a copy of its By-laws.
6. Membership in the association shall consist of predominately commercial businesses (i.e., sole proprietors, partnerships, corporations).
7. The association's Board of Directors and/or Officers shall be elected by its general membership.
8. The association shall hold a general election at least every two years to elect a Board of Directors and/or Officers.
9. The association shall have an established mechanism to communicate with its Board of Directors and general membership.
10. The association shall have defined geographical boundaries. The boundaries must be contiguous and must not overlap with the boundaries of any existing business association.
11. The association shall be actively operating and generally recognized as a business association.
12. The association shall be comprised of a group of individual businesses.

B. Applications for projects on public property or City right-of-ways must demonstrate a benefit to the community, show a high level of community involvement and support, and include long-term maintenance plans, where applicable.

C. Capital funds are available for projects that will be constructed within the City's corporate boundaries. In addition, the funds or improvements the association intends to use as a match must be used for a project that will directly benefit or enhance the City.

D. One BCIP application per business association per fiscal year may be submitted. Only one business association representing a specific geographical area will be eligible to apply for funding under the program. The guidelines defining a recognized business association within the City's corporate boundaries will follow those set forth in the City's neighborhood recognition initiative.

E. Submit one original and 13 copies (14 sets total) of the application and supporting documents. Attach all supporting documents to the back of each application. Bind each of the 14 completed sets individually and submit all sets together.

F. Provide one photograph of the proposed project site(s) with each of the 14 completed sets of the application.

G. Applicants must include letters of support from the association's current board of directors/members and association minutes detailing approval of the proposed project and fund expenditure by the general membership at the time of application.

H. Submit letter of support and/or agreement to sign an easement deed from property owner(s) located adjacent to the proposed project.

I. Applicants must provide a detailed description and location(s) of the proposed project. All data supporting the proposed project (i.e., cost estimates, fund availability, etc.) must accompany the application. Projects that are well-defined will be given high consideration during the rating phase of the BCIP selection process.

J. To encourage cohesiveness, neighboring associations must be made aware of the proposed project. If the project abuts or falls within the boundaries of another association(s), a letter of support from the neighboring association(s) must accompany the BCIP application.

K. Phasing of projects or multi-year projects will not be accepted; however, large-scale projects may be divided into stand alone elements and submitted for consideration. No one BCIP grant may exceed \$25,000.





II. DESIGN

- A. Associations may use the BCIP Design Handbook in developing their project design and cost.
- B. Business associations may choose from the following options to implement their project:

1. Use the design options in the BCIP Design Handbook
2. Customize the design
3. Implement the project through the Business Capital Improvement Grant Program (BCIGP). *

**Associations must meet the BCIGP criteria and the project must be designated as a BCIGP project at the time of the grant award.*

- C. Applicants must agree to conform to the original plans submitted as approved by the City Commission. Minor deviations or variations to the proposed project must be reviewed and approved by the Engineering and Architectural Bureau and, if applicable, the Parks and Recreation Department. Major deviations from the approved project, such as a change in location or project scope, will not be accepted and will be required to go before the City Commission during the next open competitive round of BCIP.

- D. The association's portion of the project must be completed simultaneously with or within 45 days after the City has completed project construction. The association must have funds and/or volunteers available to complete their commitment on a timely basis.
- E. The association must provide a closeout report within 30 days of project completion. The report must include: (a) copies of all expenditure receipts; (b) breakdown of materials provided by association or obtained through contributions; (c) value of materials; (d) number of days, people, and man hours expended for sweat equity; and (e) documentation of professional services rendered.

III. FUNDING

- A. Associations may apply for funding for the following types of capital improvement projects:

1. Decorative posts (i.e., street sign, traffic, light)
2. Guardhouses
3. Entrance walls/buffers
4. Signs (including entrance, security, directional)
5. Street furniture (including bike racks, trash receptacles and benches)
6. Drainage improvements (i.e., swale reclamation)
7. Painting projects (i.e., bridges)
8. Entrance monuments/columns
9. Decorative fences (i.e., vinyl coated chain link fence, PVC)
10. Electronic gate arm systems
11. New sidewalks
12. Park improvements (i.e., playground equipment, gazebo, jogging/walking trails, lighting)
13. Brick paver projects (i.e., intersections, sidewalks, crosswalks)
14. Curbing
15. Landscaping (i.e., trees, ground cover, shrubs, mulch, irrigation, timers)
16. Decorative bollards

17. Swale or median island improvements or new installation
18. Traffic calming devices (round-about, bump-outs, chicanes, speed humps). *

**The association must first meet with Traffic Engineering and request a traffic study. Upon completion, Engineering will provide the association with the results of the study. The association must submit this report as part of their BCIP application, along with meeting minutes of the current Board approving the proposed traffic calming measures. To meet the application deadline, associations may need to submit their traffic study request to the Engineering Division a year prior to the grant cycle they intend to apply for funds.*

If the applicant is recommended for funding, the City will conduct a consensus survey after the BCIP grant is awarded. The City will poll all property owners of the affected streets to determine whether or not there is consensus for the proposal. The grant will be contingent upon the outcome of the official survey. That is, the survey must produce favorable results for the traffic calming measures in order for the award to become effective. The grant will be terminated if the survey produces unfavorable results.

19. Other improvements, as deemed appropriate by the City Manager or designee.

B. Associations may not apply for funding for the following types of projects:

1. Entrance fountains
2. Street modifications (i.e., closures or changes in traffic patterns)
3. Security cameras
4. Telephones
5. Other improvements, as deemed appropriate by the City Manager or designee.

C. The business association must agree to and be able to match dollar-for-dollar the grant amount requested. Matching funds may be met by the following methods or combination thereof:

1. Cash

Cash includes funds from a business association's savings or other cash reserves. Associations must provide proof of cash-on-hand (i.e., bank statement).

2. Contributions

Contributions from private corporations or public entities may be used toward the match if associations provide a letter of intent outlining the specific donation of cash, materials, equipment or professional services. Professional services rendered by a licensed consultant for landscape, electrical, civil or detailed architectural designs must meet City Engineering and CADD standards.



3. Sweat Equity

Sweat equity consists of community volunteers performing manual labor. Examples may include installing signs and landscape materials (restrictions may apply -- please contact program manager for details); clearing site of trash and debris; and painting. Sweat equity will be valued at a rate of \$12 per hour per person with the exception of professional services, which will be rated at the fair market value for the type of services rendered. If applicable, an association's sweat equity match (i.e., installing plant materials, signage, painting, etc.) must be accomplished within 45 days after the City has completed project construction.

4. Materials/Equipment

Credit will be given for trees, palms, ground cover, mulch, soil, community name plaques and other materials purchased by the association or for equipment leased by the association. Materials/equipment must be outlined in detail (i.e., type of material or equipment, quantity and cost).

Please Note: Credit will not be given for services rendered by an attorney and/or preparation of application, documents, telephone calls, site exploration, obtaining project consensus, etc.

- D. If funds are not currently available, associations must submit a fundraising plan with their application outlining how the necessary capital will be generated. The plan should include the type of**

fundraiser, timeframe, number of events and amount of funds expected to be raised.

- E. The Business Capital Improvement Program is not a reimbursement program, therefore, any work conducted or funds expended prior to the award being granted may not be reimbursed. In addition, any funds expended or work executed by the association after notification of the award and without prior approval from the BCIP Program Manager, will not be reimbursed or credited.

IV. MAINTENANCE

- A. Business associations will be required to submit a signed Maintenance Agreement with the BCIP Application for any project that will require ongoing maintenance upon its completion. Failure on the part of the association to maintain a BCIP project may result in its removal by the City.
- B. The maintenance track record of previous capital improvement projects by associations will be a major consideration in the selection process. Associations with an unsatisfactory track record will not be eligible to participate in the program. Failure on the part of the business association to maintain a completed project may result in its removal by the City and denial of future grant requests.



V. APPLICATION PROCESS

Prior to the selection process and as necessary, staff will meet with the business association's designated project manager(s) to discuss the conceptual scope of the proposed BCIP project.

- A. The application process consists of eight phases:

- 1. **Application and document review**

- Staff will conduct a review of the application and support documents submitted to determine program eligibility.

- 2. **Project feasibility review**

- If eligible, staff will review proposed project to determine if project is technically sound and conduct an inspection of the proposed site to establish location feasibility. Associations are highly encouraged to contact staff to arrange an appointment prior to the close of the grant cycle to determine site feasibility for the proposed project.

- 3. **Location feasibility review**

- Staff will conduct an inspection of the proposed project site(s) to determine location feasibility.

- 4. **Economic Development Advisory Board (EDAB) review of eligible project proposals**

- The EDAB will review all eligible BCIP applications.

- Please note: Only those applicants that have met the minimum program criteria and have provided all required support documents will move to this phase of the selection process.*

- 5. **Applicant presentation to the EDAB**

- Eligible applicants will be required to make a five-minute presentation before the EDAB of their proposed project. In addition, applicants must be available to answer questions that may be posed from the EDAB and/or City staff.

- 6. **EDAB rates projects and submits recommendations**

- The EDAB will convene at a designated date and time to rate and rank the proposed projects that are eligible for funding.

- 7. **Staff's review of recommendation**

- A summary report of recommendations will be transmitted to City staff for review. Staff will make additional recommendations, when necessary.

8. City Commission approval and award

Staff will prepare a City Commission agenda memo and exhibits for the Commission's review and approval. Applicants will be notified of grant status by mail after Commission approval.

- B. Ranking of BCIP project applications will include but not be limited to the following criteria:
1. Business associations that have not previously received funding from the BCIP will be given preference.
 2. How the project furthers City and business association's economic goals and/or complements other public improvements.
 3. The immediate and long-term effect that the project will have on the business district.
 4. Whether the matching funds plan is realistic.



5. Whether the association partners with an outside agency to fund, develop and construct the project.

6. The time necessary to design, bid and construct the project.

7. The long-term maintenance plan proposed by the association for the project. Business associations willing to maintain the improvements will be given priority in the selection process.

8. Practicality of the project given the available City resources, including the availability of qualified in-house personnel to design the project and/or outside consultants.

9. Whether the project can be constructed without approval of regulatory or other governmental agencies.

C. Associations must ensure that their proposed project concept facilitates project completion within 12 months from commencement date (project commencement date begins when the project survey is implemented by City crews).

D. Applicants awarded the BCIP grant will meet with City staff to review and discuss the project's scope, design/construction timeline and project implementation process.

E. The Engineering and Architectural Bureau will designate the project commencement date and timeline. Associations must be ready to proceed with their match at the time indicated. A copy of the project schedule and anticipated starting date will be provided to associations with their grant award notification.

Please note: Staff will make every effort to accommodate an association's request for commencement date when assigning and scheduling projects.



VI. ASSISTANCE

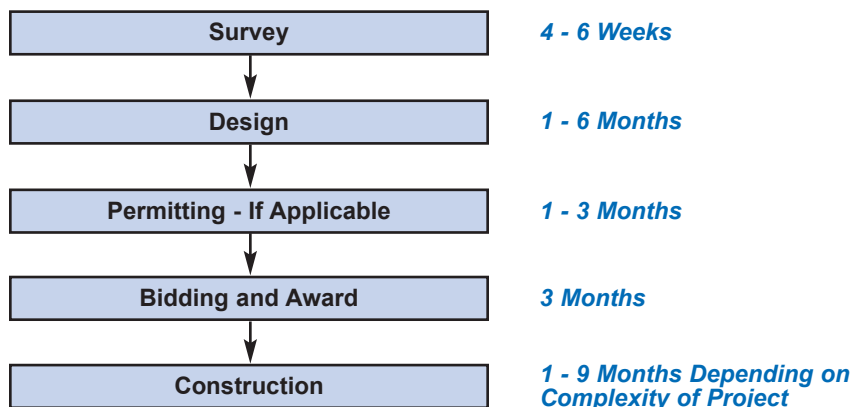
There are two types of workshops available to assist business associations with the development of their BCIP application: (1) BCIP Pre-application/Program Orientation Workshop and (2) BCIP Technical Assistance Workshop. Business associations interested in applying for BCIP funds are highly encouraged to attend these informational workshops.

The Business Capital Improvement Program is designed to benefit the community and assist in making the City of Fort Lauderdale a more attractive place to live, work and play. If you have any questions regarding the program or application process, please contact Marisol Lotito, BCIP Program Manager, at (954) 828-8954.

BCIP APPLICATION PROCESS AND TIMELINE



PROJECT IMPLEMENTATION AND TIMELINE



BCIGP PROGRAM GUIDELINES

I. ELIGIBILITY/CRITERIA

- A. The business association must be registered with the state of Florida as a not-for-profit corporation and be operating in the City of Fort Lauderdale for a minimum of one year at the time of application.
- B. The proposed project must be within the City's right-of-way, property or easement dedicated for public use.
- C. The proposed project must meet the City's Engineering Design and Construction standards, and Florida Building Code, as applicable.
- D. An appropriately licensed professional must design and certify the construction contract documents for the proposed project.
- E. The association's contractor must obtain all applicable permits.
- F. The association shall be responsible for securing or ensuring that the contractor secures a payment and performance bond. Payment and performance bonds are required for all work within the City's public right-of-way (ROW) prior to the issuance of a permit. The bond shall be 150% of the cost of construction. The association shall ensure that the bond has been posted. The bond shall be posted in the form of a surety bond or cash in a form acceptable to the City. **The bond must name the City as an obligee and must be submitted to the City before any work will be permitted to begin.**
- G. An appropriately licensed contractor must perform all work.
Exception: landscape that does not require digging more than 12" deep for installation.
- H. The association's past history in implementing and maintaining projects will be taken into consideration for the grant award.
- I. The association must adhere to the BCIGP Grant and Maintenance Agreement/Revocable License.
- J. Projects must be constructed within a 12-month period. The 12-month period begins on the date the City Commission authorizes the Grant and Maintenance Agreement/Revocable License. Grant funds must be expended within this allotted timeframe. Grants will be forfeited if projects are not fully completed within the 12-month timeframe. If warranted, the City Manager or designee may grant an extension to the timeframe.
- K. Projects funded in part or in whole by CDBG funds are not eligible.



II. GRANT PROCESS

- A. The business association submits an application during the Business Capital Improvement Program (BCIP) grant cycle. Applicants may request that their BCIP project be implemented under BCIGP.
- B. Staff will review the application and support documents to determine program eligibility.
- C. If eligible, staff will review the concept design/plan to determine technical feasibility and conduct an inspection of the proposed site(s) to establish location feasibility. Associations are highly encouraged to contact staff for an appointment prior to the close of the grant cycle to determine site feasibility for the proposed project.
- D. Eligible applicants that pass the first three phases of the selection process will be required to make a five minute presentation outlining their project before the City of Fort Lauderdale's Economic Development Advisory Board (EDAB).
- E. The Economic Development Advisory Board will determine which projects will be funded and make their recommendations to staff.

- F. Staff will submit project selection/recommendations to the City Commission for grant award. If necessary, staff may make additional recommendations.
- G. The business association will execute a Maintenance and Grant Agreement/Revocable License and return it to the BCIGP Program Manager, as appropriate.
- H. The BCIGP Program Manager will generate a memo and reserve an item on the City Commission Agenda for Commission approval.
- I. If approved, the City will execute a BCIGP Grant and Maintenance Agreement/Revocable License.
- J. The BCIGP Program Manager will provide the association with a "grant approval" letter to begin the project, in accordance with items A - O outlined under the Project Implementation section of this guidebook.
- K. The Maintenance and Grant Agreement/Revocable License is recorded in the public record of Broward County (these recording fees are charged to the project account).
- L. A copy of the Maintenance and Grant Agreement/Revocable License is forwarded to the association for their records.

III. PROJECT IMPLEMENTATION

- A. The business association will submit concept plan(s) to BCIGP staff at a "kick-off" meeting that will take place shortly after the grant is awarded to review the project scope and timeline.
- B. Association submits five sets of design/plans (signed and sealed) to BCIGP team for concept review and approval at the "kick-off" meeting. Four sets of plans will be returned to the association with a cover letter and concept review approval stamp/disclaimer signed by the BCIGP Program Manager and Project Engineer.
- C. Prior to bidding the project, the association's design professional(s) must submit and obtain all required permit approvals.
 1. Once the plans have been approved, in accordance with the Florida Building Code, the applicant has 90 days to obtain the necessary permit(s).

2. Permit approvals cannot be obtained without (a) the Grant and Maintenance Agreement/Revocable License being executed by the City and association; (b) the BCIGP cover letter attached to the final plans; and (c) the Program Manager and Project Engineer's signature on the "concept review and approval" stamp.
- D. Association should be aware that the permit review process could take four to six weeks per review cycle to complete.
 - E. Should the association fail to obtain the required approvals as outlined in items A - C, the grant shall be forfeited.
 - F. The association shall obtain a minimum of three bids for construction. A copy of the bid solicitation and responses shall be provided to the BCIGP Program Manager for the project file.
 - G. Appropriately licensed contractor(s) shall pick-up all applicable permit(s) from the City's Construction Services Bureau prior to commencement of construction. City permit fees will not be charged to the project account. These fees will be charged to the Business Capital Improvement Grant Program (BCIGP). The Construction Services Bureau will forward copies of the permits and applicable fees to the Program Manager. Payment will be processed within 25 days of receipt to ensure prompt scheduling of inspections.
 - H. The association shall be responsible for securing or ensuring that the contractor secures a payment and performance bond. Payment and performance bonds are required for all work within the City's public right-of-way (ROW) prior to the issuance of a permit. The bond shall be 150% of the cost of construction. The association shall ensure that the bond has been posted. The bond shall be posted in the form of a surety bond or cash in a form acceptable to the City. **The bond must name the City as an obligee and must be submitted to the City before any work will be permitted to begin.**
 - I. The association shall ensure there is a warranty provision in the contract to cover the quality of construction or work conducted for a minimum of one year.
 - J. The association shall ensure there is a provision in the contract for the partial release of lien during interim payment periods and full release of lien at the completion of the project from the contractor and their subcontractors.
 - K. All construction or public improvements conducted must adhere to the City of Fort Lauderdale's Code of Ordinances and Unified Land



Development Regulations, Florida Building Code and Engineering Permit Standards, all as amended from time to time.

- L. Projects will be inspected during construction, as necessary, by the City's Engineering and Building Department inspectors.
- M. Association shall incorporate the above guidelines (items A-Q under Project Implementation and items A-D under Payment Process) in their construction agreement with the contractor, and ensure that a copy of this grant criteria is attached to the construction agreement.
- N. **Please note:** Final payment will not be issued until the project has met all City construction requirements.
- O. Association must submit the following documents for payment **within 30 days of project completion** to the BCIGP Program Manager, as appropriate:
 1. W-9 (Request for Taxpayer Identification Number and Certification)
 2. Request for payment on association's letterhead
 3. Original unpaid/paid invoices for project design and construction, as appropriate
 4. Certificate of Completion
 5. Photograph(s) of the completed project.

- P. Program Manager conducts final site visit, reviews invoices, ensures association has met their match, and processes documents for payment.
- Q. Payment is issued directly to the association, usually within 25 business days of receiving request for payment and invoice(s). Payment will not exceed the amount granted to the association under the Business Capital Improvement Grant Program.

IV. PAYMENT PROCESS

- A. Payment for projects that are \$30,000 and under (i.e., City's portion is \$15,000 or less), shall follow the payment request guidelines outlined in items N - O (1 - 5) in the Project Implementation section.
- B. Projects over \$30,000 will be allowed to draw against the grant funds no more than twice. **The first draw will be given after the first 30 days of project construction and the last draw upon**

100% of project completion. The allotment amount for the first draw down shall be no more than 30% of the grant award for the purposes of facilitating the project construction. The association shall submit, on association's business stationary, a request for payment and a completed W-9 form.

*Example: BCIGP \$50,000 project (\$25,000 City/ \$25,000 Association)

- 1. On the 30th day of project construction, the association submits a request for payment for 30% of the grant award on the association's business stationary, along with a completed W-9 form to the BCIGP Program Manager, as appropriate (i.e., 30% of \$25,000 = \$7,500).



- 2. City processes payment within 25 business days and issues check for 30% (\$7,500) of grant award to the association.
- 3. At 100% construction, the association remits the final bill (paid or unpaid) for the balance of the grant (i.e., grant balance \$17,500).

Please note: The City will pay up to 50% of the total project cost, not to exceed the original grant award (i.e., Total project cost is \$70,000 - BCIGP grant award is \$25,000: The City pays \$25,000 of the total project cost and the association pays the balance of \$45,000). **The association's final payment request shall follow the guidelines outlined in items N and O (1 - 5) in the Project Implementation section.**

- C. The business association shall ensure that its contract agreement with the contractor includes a provision for payment, as outlined in items A - B (1 - 3) above. The business association's contract agreement with the contractor should also include additional time for payment to accommodate the City of Fort Lauderdale's normal payment processing timeframe. The City will generally process and generate payment within 25 business days from the time the invoice is received by the BCIGP Program Manager(s).

- D. Check(s) will be issued directly to the business association. The association will be responsible to the contractor for payment of the full invoiced amount.



MAINTENANCE POLICY

Purpose of Policy: The City of Fort Lauderdale has established the Master Plan Program, Business Capital Improvement Program (BCIP) and Business Capital Improvement Grant Program (BCIGP) to develop a stronger business identity and promote civic pride. These programs encourage business associations to work in partnership with the City to effect positive change in the community. Central to the success of this partnership is the associations' responsibility to support and maintain projects once they are completed. The following policy outlines the specific maintenance regulations which associations are required to follow:

- A.** This policy applies to all current BCIP and BCIGP projects, as well as any future projects for which the business association has a maintenance responsibility.
- B.** Master Plan projects that the City currently maintains will continue to be maintained by the City and, are thus, unaffected by this policy.
- C.** The City will annually mail the maintenance policy to all associations along with a letter of understanding reminding associations of their responsibility to maintain projects. The letters shall be specific about the project or improvements that require maintenance by the association.
- D.** Maintenance Compliance Procedures:
 - 1.** The City conducts two site inspections per year of all improvements made under the Master Plan, BCIP and BCIGP where associations have a maintenance responsibility. The purpose of the inspections is to identify possible deficiencies in project maintenance.
 - 2.** Upon first deficiency(s):
 - a.** Association receives a friendly reminder notice with photos taken at the time of inspection.
 - b.** Mayor, Commission and City Manager are notified.
 - c.** Association has three weeks to bring project up to compliance standards. At this time, a second City inspection will be made.
 - 3.** Upon second inspection, if project is not up to standard:
 - a.** Association receives a "Warning of Removal" notice.
 - b.** Mayor, Commission and City Manager are notified.
 - c.** Association has three weeks to bring the project up to compliance standards. At this time, the City will make a third inspection of the project.

- 4.** Upon third inspection, if project is not up to standard:
 - a.** Mayor, Commission and City Manager are notified.
 - b.** Improvement will be removed.
 - c.** City will replace with zero maintenance material.
 - d.** City maintains sole option with regard to choice of replacement material.
- E.** This maintenance policy will be included in all new BCIP/BCIGP applications. Previous deficiencies and non-compliance with this policy on prior improvements will be grounds for rejection of new funding requests.
- F.** Replacement of large scale improvements by the City's reserve funds:
 - 1.** In the case of large, expensive items such as guardhouses, replacement may be negotiated between the City and association as follows:
 - a.** Applies only to significant repair or replacement and is subject to a \$500 deductible payable by the association.
 - b.** City will be responsible for covering the cost of replacement/repairs for damages beyond the \$500 deductible.
 - c.** Associations will be responsible for notifying the BCIP/BCIGP Program Manager of any damages to the capital improvement(s).





2. Exceptions may be granted due to:

- a.** Level of hazard to the public due to the demise of structures, pavement, etc.
- b.** Natural disaster damage.
- c.** Other issues that render payment responsibility by the association as unfair or to allow for creative participation by associations due to hardship.

G. New Construction Policy/Standards

1. Landscaping

- a.** Use of xeriscape and/or sustainable landscape principles shall be employed.
- b.** Native, drought tolerant plants and materials shall be used whenever possible to encourage long-term, low maintenance.
- c.** Irrigation shall be low volume and plant materials shall be grouped by water requirements.
- d.** If the project requires irrigation, it shall be installed at the time of initial construction. No landscaping requiring irrigation shall be installed without irrigation.
- e.** All irrigation shall be automated.
- f.** Capital costs of meters and installation shall be included in project cost.
- g.** City shall be responsible for monthly operating cost of water and electric.

- 2.** Right-of-Way Trees - New trees must be approved by the City's Urban Forester as to type, size, etc. The association shall also provide a maintenance agreement from each property owner if the trees are located in common areas. As an alternative, the association may pay the additional cost of 90-day contractor maintenance.
- 3.** Fencing - If chainlink is used, it must be black vinyl coated.
- 4.** Monuments, lighting, signs (entry, crime watch, etc.), crosswalks (pavers), guard-houses, playground equipment, docks, gate arms, sidewalks and walls, in addition to all improvements listed above, must adhere to City standards and specifications and must be approved by the City Engineer.
- 5.** Complete construction phasing - Each phase of construction shall achieve a "complete" appearance. For example, no monuments should be installed without landscaping.
- 6.** Sidewalks - All sidewalks installed under BCIP/BCIGP shall be maintained by abutting property owners at their expense (per Chapter 25, City Code). Installation shall be done with notice to all affected property owners.

H. Guidelines for New Landscaping in Medians

- 1.** The typical landscaped median should consist of: 30% turf, 30% pavers, and 40% ground covers and shade trees, placed on 30-foot center irrigation.
- 2.** For safety reasons, shrubs in medians will be allowed only with the approval of the City's Parks and Recreation Department. Ground covers must be 18" or less in height unless special permission is granted.
- 3.** Irrigation shall have separate zones for ground covers and turf.
- 4.** A 36" ring of mulch shall be placed around every tree.
- 5.** Turning lanes and narrow noses of medians shall have paver blocks.
- 6.** Species recommendations: 50% native trees/palms; flowering trees; drought tolerant species; diversity of species will be emphasized throughout the City; trees must have a 6-foot clear zone where visibility is needed; sod must be St. Augustine.
- 7.** Both the City of Fort Lauderdale Engineering Division and the Parks and Recreation Department must approve all planting plans.